SHARP-SHOOTER

TAKING AIM TO BETTER SERVE THE CUSTOMER

OPEN ENROLLMENT ROW IN SHARP

The DPS Benefits Unit is processing Open Enrollment elections for state employees for the 2000 plan year. Due to the implementation of an Automated Benefits Administration module in SHARP v7.0 it is necessary to add a job data row to benefits eligible employees who have received a pay rate change that affects their Benefit Program eligibility during 1999. This update affects approximately 2,000 of the 26,000 benefits eligible employees. (KU, KSU and KUMC employees are not included) These employees will have an effective dated row of December 26, 1999 with an action/reason code of DTA/OEB (Data Change/Open Enrollment-Ben Prgm Chng) added to their job data. In addition, the Elig Config 2 field will be changed

to reflect the new Benefit Program assignment for the 2000 plan year. This job row was added on October 15, 1999.

Please also note, a new row will be added to the Benefit Program Participation panel with the new Benefit Program code for the 2,000 employees affected, on approximately November 22, 1999. The effective date of this row will also be December 26, 1999.

Any effective dated changes made to the Position Data of the affected employees dated prior to December 26, 1999 should automatically update the December 26, 1999 open enrollment row. However, you should verify this after the position change has been saved.

If an agency needs to make a job data change to one of these employees prior to the December 26, 1999 effective date, please send an Employee Data Sheet (EDS) to your agency's Human Resource Consultant in the Human Resource Administration Unit of the Division of Personnel Services for data entry. It is important that the information on this data row is accurate and reflects any job data changes that need to occur prior to this date.

If any of these employees are scheduled to receive a step increase between now and December 26,

1999, the automated step increase insert program will add the new effective dated row with the correct step. The Division of Personnel Services (DPS) will receive an error report that identifies all employees who have future dated job rows. DPS staff will contact the affected agency and inform them that the row has been corrected.

Thank you for your cooperation during this transition period.

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REMINDER:
DISCRETIONARY HOLIDAY FOR 1999

Agencies should remind eligible employees who have not yet used the 1999 Discretionary Holiday they have until December 25, 1999 to use it. For most employees, the last day to use this holiday is Thursday, December 23, 1999.

YOU CAN RELY ON DIRECT DEPOSIT… NOW and in the FUTURE

You can rely on Direct Deposit to deliver your pay now and in the Year 2000. Financial institutions, government agencies and regulators, payment organizations and companies across the country are working to ensure that Direct Deposit will work on January 1, 2000.

The four national ACH operators that process Direct Deposit transactions have verified their systems are Year 2000 compliant and have successfully completed transactions and transmissions in Year 2000 scenarios.

Financial institutions are regulated by government and must pass government inspections. All deposits are insured by the Federal Deposit Insurance Corporation (FDIC) or the National Credit Union Share Insurance Fund.

The State of Kansas statewide personnel payroll systems are Year 2000 compliant. Transactions have been successfully tested in Year 2000 scenarios. Testing and monitoring will continue into the new millennium to ensure timely pay for State employees.

Direct Deposit is a safe, proven, confidential method of receiving a payment.

SHARP Y2K Preparations

The coming of the year 2000 has caused concern for many people about the reliability of computerized systems. Staff from the Divisions of Accounts and Reports, Information Systems and Communications, and Personnel Services have been working to ensure SHARP will be ready for the year 2000 and beyond. Prior to the start of fiscal year 2000, testing was completed to ensure that the funding tables would be properly updated for fiscal year 2000 funding. General ledger data was also reviewed to determine the propriety of the accounting data created to charge the payroll in the new fiscal year. Reviews of data for the new fiscal year have not detected any problems.

A consultant was hired to ensure Y2K readiness for the AS400 computer system that is used to print warrants, paycheck advices, W-2's, and other documents. The consultant has certified that the AS400 is Y2K compliant. Print files for the various types of documents were generated from SHARP for use in testing the print functions. Warrants were printed and reviewed during testing with no problems noted.

Testing has begun on SHARP using the Sun3 Time Machine. This computer system allows an exact copy of SHARP to be created for testing purposes. The system can be set to future dates so realistic testing of various future pay periods can be completed. Testing has been completed on two of the most critical future pay periods — the pay period ending January 8, 2000 which is the pay period that includes the date change to year 2000 and the pay period ending March 4, 2000 which includes the leap day in year 2000.

The testing for these two pay periods included: setting the system to the appropriate date; entering a variety of HR, payroll, and benefit transactions; advancing the system date and running the related system jobs for each day of the pay period; and reviewing selected data records and files. The testing did not discover any Y2K related problems.

The testing that has been completed has given us confidence that SHARP will continue to operate reliably as we enter the year 2000. While we don't anticipate any Y2K problems at this time, more testing is being planned during the rest of the year to provide additional assurance that the change to year 2000 will be just another day for SHARP.

SHᴀRP System Upgrade to Version 7.02

Department of Administration staff members are preparing to implement the second minor upgrade to the Statewide Human Resource and Payroll System (SHᴀRP). The system will be upgraded from PeopleSoft Version 7.01 to Version 7.02 on Tuesday, October 26, 1999. Minor upgrades to the system include installing tax updates and some delivered fixes from the vendor. The Division of Accounts and Reports, Division of Personnel Services and Division of Information Systems and Communications are now in the process of testing an upgraded SHᴀRP system in a separate test environment.

The upgrade includes functionality that allows agencies to enroll employees in General Deductions when entering future dated New Hires or Rehires. Currently, agencies must wait until the actual date of the appointment to enroll employees in these deductions. Overall, this upgrade should be fairly transparent to the user community and will require minimal effort by agency staff.

Agencies will receive additional information about the status of the upgrade via the SHᴀRP Message Panel or the SHᴀRP web page at http://da.state.ks.us/sharp as updated information becomes available. In addition, Computer Based Training Materials that are affected by the upgrade will be revised. However, a release date has not been determined. Although it is not anticipated that downloads or technical updates will be required by agencies, agency technical staff should check the main SHᴀRP Web Page periodically for status updates.

Supervisory Updates Completed in SHᴀRP

On October 2, 1999 all active classified positions in SHᴀRP were updated with the new default supervisory values of Lead Worker (L), Supervisor (S) or Manager (M). The classified job code table was updated with a value for each job code: Supervisory, Manager, Lead Worker, and Not Supervisory. Classified positions that were not coded as supervisory were not updated. All active unclassified positions previously coded as 'Y' (Yes) were changed to the new value of 'S' (Supervisory). For all positions that were updated, a row effective dated October 3, 1999 was inserted into Position Data. As reported in the June, 1999 issue of the SHᴀRP-SHOOTER this update implemented the changes made to the Kansas Administrative Regulations which divided supervisors into three categories and differentiated between the terms Supervisor, Lead Worker and Manager.

On August 30, 1999 a memo was sent to Non-Regent Agency Human Resource Managers to outline the supervisory value update process. (NOTE: Regent agencies updated their positions using the Management Reporting Interface.) At that time, a report titled "SUSUPV" was placed in each agency Rapid Filer mailbox. This report listed active positions in the agency that would be updated on October 2, 1999 to match the default supervisory value. This report was intended to provide agencies some time to determine which positions would retain the default supervisory value and which positions needed to be updated.

Each agency Human Resource Manager has received a list of positions that were still coded as 'Y' after the mass update to the "Supervisory?" field. This situation occurred in the case of classified positions where the Classification Specifications did not indicate work that was generally supervisory. However, the specific duties of the position were supervisory and the position was historically coded as 'Y'. In this case, agencies were encouraged to choose the supervisory value that would best fit the position.

Agencies have the option to alter the default supervisory value on each position based upon the unique duties assigned. Existing position information should be changed by inserting an effective dated row and using the POSition UPDate action/reason code. Supervisory values for new positions should be changed when the position is first created.

There are two agency run reports that make use of the new supervisory values: KPER219, Supervisors Without Training and KPER247, Supervisors Needing Contin Ed. Both of these reports now display a "Supervisory?" column which indicates whether the employee is a Lead Worker (L), Supervisor (S), or Manager (M).

If you have any questions regarding this update, please contact Gina Gray at 785-296-4314 or Gina.Gray@state.ks.us.

PAYROLL REMINDERS!

By Joyce Dickerson

ERROR MESSAGES AFTER ON-CYCLE PAY CONFIRMATION: Remember to look for error messages for your agency after the pay confirm, usually the Monday after the on-cycle. There are two places to look for messages. The first one is in **Compensate Employees/Manage Payroll Process U.S./Inquire/Payroll Messages After Final**. Enter the pay period end date and/or department ID in the list box. The second is found in **Administer Workforce/Time and Leave/Use/Time Entry Error Messages**. In the list box, enter the Department ID and Pay Period End Date. Any error messages that are found in either place will need to be corrected and a supplemental processed for that employee. These employees should be listed on the KPAY010, Employees Not Processed Report. This report is another good resource to verify that all employees will receive an on-cycle paycheck.

ARREARAGE COLLECTIONS: The Division of Accounts and Reports, Payroll Services, faxes out a list of on-cycle arrearage collections each Thursday of the on-cycle pay calculation week. This list includes only employees with a calculated check from Wednesday's on-cycle pre-calculation. If the employee's time sheet was not marked "OK to Process?" on Wednesday, or if there were error messages for this employee, they will not be included on the list for Thursday. To check arrearage collections prior to Thursday or look for new ones on Friday, refer to the **KPAY007, Deductions in Arrears Report**. This report is generated after each off-cycle run. It will list all of your agency's employees who have arrearage balances. To determine if an arrearage amount is being collected, review the employee's calculated check either on the preliminary KPAY002 report, or review the check on-line in Compensate Employees/Maintain Payroll Data U.S./Inquire/Paycheck Data/Paycheck Deductions. **Verifying these collections before final pay calculation provides the opportunity to change the amount to be deducted from the employee's paycheck**. Once the payroll is confirmed, the amount being collected cannot be changed. Agencies should use the KPAY007 report to continually evaluate all existing arrearages and verify that collection will be made on or before calendar year end.

AGENCY ADJUSTMENTS IN SHARP: In the adjustment panel located in Compensate Employees/Manage Payroll Process U. S./Process/Paycheck Reversal/Adjustment, use the run control ID **ADJ-ALL**. By continually using this run control, the company, pay group, and pay period end date fields at the top of the panel will automatically default the correct information.

PAYROLL FORMS

By Joyce Dickerson

The DA-187, SHARP Supplemental Paycheck Authorization form has been eliminated. The name of the form DA-180 has been modified to SHARP Paycheck Reversal/Adjustment/Supplemental.

Paper agencies who need an on-line supplemental processed in the three off cycles following the on-cycle confirmation should submit the form DA-180 with a copy of the **time sheet** attached, to the Division of Accounts and Reports, Payroll Services. If a supplemental is needed *after* the three off cycles have passed, and there was no original paycheck, you must complete DA-180 and the Attachment to the DA-180, and submit them to the Division of Accounts and Reports, Payroll Services.

All other paper agency adjustments and all on-line agency adjustments should continue to be submitted on the form DA-180 with the Attachment to the DA-180 completed in accordance with the example shown in the February 1999 SHARP-SHOOTER.

Payroll Forms can be found at the Division of Accounts and Reports' web site at http://da.state.ks.us/ar/forms. These forms are provided in a *fill in* format so that data can be entered directly into the form and saved.

Holiday Credit (Change in Kansas Administrative Regulation 1-9-2)

Effective 10/01/99, Kansas Administrative Regulation (K.A.R.) 1-9-2 was revised. Prior to 10/01/99, the maximum holiday credit hours an employee could receive per day was 8 hours. Now, eligible non-exempt employees shall receive holiday credit equal to the amount of hours the employee was <u>regularly scheduled</u> to work on the holiday. Agencies will determine the amount of Holiday Credit to be given to each employee based on hours regularly scheduled to work. When eligible employees work on the holiday, they shall receive Holiday Credit hours equal to the amount of hours they worked on the holiday.

For example, if your eligible non-exempt employee is regularly scheduled to work 10 hours Tuesday through Friday and the holiday falls on Thursday, the employee will now receive 10 hours holiday credit (HDC 10). In the past these employees received 8 hours holiday credit and most took 2 hours leave in order to receive a full check and full leave accrual. Now they will no longer need to take two hours leave on the holiday in order to receive a full check or proper leave accrual. In the following example Thursday (R) is the holiday.

```
Day:…S….M…T….W…R….F
HDC:…………………….10….
REG: ..…………10….10…….10
```

If the eligible non-exempt employee works on the holiday, the holiday credit will match the hours worked on the holiday.

For example, if your eligible non-exempt employee works 10 hours on the holiday, change the holiday credit to 10 hours (HDC 10). Then record hours worked on the holiday as 10 hours Holiday Pay 1.5 (HDP) or 10 hours Holiday Comp Time 1.5 (HCP). In the example shown below, Thursday (R) is the holiday.

```
Day:…S….M…T….W…R….F
HDC:…………………….10….
REG: ..……8….8….8………..6
HDP:…………………….10….
OTP:…………………………..2
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If the eligible employee has reached the overtime threshold on the holiday, record the hours worked on the holiday as Overtime V7.0 (OTP) or Compensatory Time Earned (CME).

For example, an eligible non-exempt employee worked 40 hours from Sunday - Wednesday and on Thursday, the holiday, the employee worked 12 hours. In this example, the holiday credit is recorded as 12 hours (HDC/HCC). The hours worked on the holiday are then recorded as 12 hours OTP or CME since the employee has already worked 40 hours. The employee is entitled to receive an additional .50 compensation since the holiday hours worked are recorded as OTP/CME. Enter this additional .50 compensation using 12 hours HDV or HCV. The HDV/HCV figure must match the OTP/CME figure for that day. In the example shown below, Thursday (R) is the holiday.

```
Day:…S….M…T….W…R...F
REG: 10…10….8…………….
AHR:………….2…..10………
HDC:…………………….12….
OTP:…………………….12….
HDV:…………………….12….
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Dear Dead Eye…

Q: I can't see a preliminary pay-check for my employee. What should I do?

A: There could be several reasons for not seeing a preliminary pay calculation for an employee. Following is a list of some of the reasons for not seeing a 'pre-calced' check and what you can do to correct it:

1) Check the Employees Not Processed In Current Payroll report (KPAY010). You may retrieve this report via the Rapid Filer. If your employee shows up on this report, check out the scenarios and solutions listed below.

2) Verify the timesheet had the OK to Process? checkbox turned 'On.' If it is not on, access the timesheet and turn the checkbox on and save the panel.

3) If there was a job action change (such as a transfer, hire, or rehire) check the 'Action Date' to ensure the entry was made prior to the cutoff date. The cutoff is usually the Tuesday following the pay period end date. If the Action Date was after the cutoff, you can turn 'Off' the Time Entry Daily panel OK to Process? checkbox. Then, process a supplemental paycheck. The advantage of the supplemental check is the employee will receive a paycheck! The disadvantage is the leave accrual for sick and vacation will need to be increased manually by the Division of Personnel Services.

In the case of a mid-period transfer, you should coordinate with the other agency to ensure the employee will be paid correctly.

4) Check the Time Entry Error Messages panel to determine if the employee has a Time and Leave error. A common error is: 'Hours reported during days when employee not active in department.' If you see this error, access the timesheet for the employee and delete (F8) all rows and save the panel. Then re-enter the earnings codes and hours, turn on the OK to Process? checkbox and save the panel.

5) Check the Payroll Error Messages panel or the Payroll Error Messages report (KPAY011). You can retrieve this report via the Rapid Filer.

All questions for Dear Dead Eye are welcomed and should be directed to "Dead Eye" at the project address, (785)296-4886, Outlook Quinn, Douglas, or E-Mail douglas.quinn@state.ks.us All questions will be answered in the following issue of the newsletter.